

# **MANNAR THIRUMALAI NAICKER COLLEGE**

**(Founded by the Tamilnadu Naidu Mahajana Sangam)**

An Autonomous Institution, Affiliated to Madurai Kamaraj University  
A Linguistic Minority Co-educational Institution/ Re-accredited with 'A'  
Grade by NAAC

**PASUMALAI, MADURAI – 625 004**



## **ADMINISTRATIVE AUDIT ACTION TAKEN REPORT**

**2021 - 2023**

# **CONTROLLER OF EXAMINATIONS**

## **ACTION TAKEN REPORT**

**2021- 2023**

The Administrative Audit was conducted on 24.03.2023. External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 suggested certain best practices followed such as Confidentiality in the Conduct of Examinations, Security System, Automation, Infrastructure and Data Base Maintenance. The following actions were taken by the Office of the Controller of Examinations against the suggestion given in the report:

### **Suggestion 1: Choices in Core Paper be experimented**

#### **Action Taken:**

- Outcome-Based Education (OBE) Curriculum has been implemented for all the UG and PG Programmes in 2021 regulations.
- In the CBCS curriculum, Postgraduate students can choose two Core-Elective Courses out of THREE choices each in the III and IV semesters. The Core-Elective course carries six credits.
- Undergraduate students can choose two Core-Elective Courses out of THREE choices each in the V and VI semesters. The Core-Elective course carries five credits.

### **Suggestion 2: Self- Study Courses be experimented**

#### **Action Taken:**

- In all the UG and PG curricula, a unit is allotted as Self-Study in all the theory courses. The students have to submit assignments or present Seminar which will be evaluated by the Course Teacher for CIA component.
- Certificate Course in Gandhian Thought is offered as a Self-Study course for all the aided first year Undergraduate students.

**Suggestion 3: Online Internal examination using LMS namely Hotpotatoes etc.**

**Action Taken:**

CIA Exams for skill-based courses and non-major elective courses are conducted using Mastersoft LMS for all the UG Programmes.

**Suggestion 4: Workshop in Evaluation Reforms be periodically organised**

**Action Taken:**

Training Programmes and Orientation Sessions in Question Setting and Attainment Calculations are being conducted periodically in collaboration with Dean's Office.

**Suggestion 5: Criterion Reference Evaluation be experimented**

**Action Taken:** CIA and Summative Exam marks are collected question wise so as to calculate OBE attainment.

The results are published within 10 days from the last day of exam

Exams are conducted in 3 modes viz Descriptive, OMR Based and Computer Based so as to train students for competitive exams

It has been planned to collect Feedback for question papers from the External Evaluators so as to improve the quality of the question papers and the evaluation pattern.



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Controller of Examinations  
Mannar Thirumalai Naicker College (Autonomous)  
Pasumalai, Madurai-625 004. Tamilnadu.

# ADMINISTRATIVE OFFICE (AIDED)

## ACTION TAKEN REPORT

2021 - 2023

The Administrative Audit was conducted on 24.03.2023, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 audited and suggested to enrich the systematic functions of Administrative Office (Aided).

The following actions were taken by the Administrative Office (Aided) against the suggestion given in the report:

Sl. No.	Recommendations	Action taken
1.	Annual Field Trips be arranged for staff	Recreation is arranged for the Non-Teaching staff of the Self-financing courses every year. Initiatives are taken to include non-teaching staff from the regular stream also from this academic year.
2.	Possession of records and documents pertinent to sponsored Projects.	A separate file is kept in the Office. Steps will be taken to maintain separate records and documents for the Sponsored Projects from this academic year onwards.
3.	Purchase be done through GEM	The required purchase will be made through Government E-Market.
4.	Internal Audit Committee with members from GB, Senior staff and Experts be constituted to monitor and suggest the best practices.	A Committee will be constituted to supervise and suggest the best practices of the Office.



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# **ADMINISTRATIVE OFFICE (SELF-FINANCING)**

## **ACTION TAKEN REPORT**

**2021 - 2023**

The Administrative Audit was conducted on 24.03.2023, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 has audited and suggested to enrich the systematic functions of **Administrative Office (Self-Financing)**.

The following actions were taken by the **Administrative Office (Self-Financing)** against the suggestion given in the report:

**Suggestion 1:** Annual Field Trips To Be Arranged For Staff And Officers

**Action Taken:** Thinking of Field Trips during the semester holidays and have planned to get more knowledge about the practice in other educational Institutions. Preparing schedules/visiting places/modes of travel etc., for field trips.

**Suggestion 2:** Corpus Fund Be Initiated Exclusively For the Security of Staff

**Action Taken:** A detailed note is put up for consideration by the Management for creation of Corpus Fund exclusively for the security of the staff. It is planned to collect donations from the college members towards Corpus Fund for investment in Bank as Fixed Deposit. The interest amount alone will be utilized for the staff members and their dependents in distress as per the regulations framed by the Management.

**Suggestion 3:** Maintenance of DCB

**Action Taken:** The Management Information System Department will maintain the details of students, fee prescribed, fee paid and the balance to be received from the students periodically. The Mastersoft Solutions monitoring the entire fee collection has been informed about it. The process will be implemented for practice from the next academic year.

**Suggestion 4:** A Stringent Policy for Increment to the Self Financing Staff;

**Action Taken:** A detailed policy is proposed for allowing increments to the Self Financing Staff Members and it is under the consideration of the Management for implementation from the next academic year.

**Suggestion 5:** Bylaws be evolved for More Clarity

**Action Taken:** Rules and regulations are to be framed as BYLAWS FOR SELF FINANCING STAFF. They will be enforced on all the teaching and non-teaching staff members without any discrimination. These include methods of appointment / staff strength / qualifications, experience and so on. Further duties and responsibilities for each position and the performance appraisal procedures are to be fixed.

**Suggestion 6:** Purchase Be Done Through Gem

**Action Taken:** Arrangements are being made for purchases through GEM. The requirement being slender on the each required items. It is proposed to pool the requirements of other departments also for better price deal while purchasing thro GEM.

**Suggestion 6:** Tally Prime Software Be Installed and Training the Administrative Staff;

**Action Taken:** At present, only 6 administrative Staff members in Self Financing Wing require training for installation and effective use of Tally Prime Software. Arrangements are being made for common training of all the Administrative Staff members in Self Financing Wing and other Departments. The installation of Tally Prime software will be done from the next academic year.



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# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## ACTION TAKEN REPORT

2021- 2023

The Administrative Audit Report conducted on 24.03.2023, Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 has visited the IQAC and appreciating the systematic functions of IQAC. The following actions were taken by the IQAC against the suggestion given in the report:

**Suggestion 1:** Annual seminar be organized exclusively for inviting IQAC coordinators PARAMARSH institutions across the state/country to share their best practices

**Action Taken:**

The Internal Quality Assurance Cell has been organising many seminars and faculty development programmes every year. But, the suggestion given by the expert is new and innovative. Hence, initiatives will be taken to hold seminar inviting coordinators of IQAC of PARAMARSH of various

**Suggestion 2:** Separate pigeon hole system be established to keep the files and documents

**Action Taken:**

The Internal Quality Assurance Cell has been organising many seminars and faculty development programmes every year. But, the suggestion given by the expert is new and innovative. Hence, initiatives will be taken to hold seminar inviting coordinators of IQAC of PARAMARSH of various institutions.

**Suggestion 3:** IQAC Coordinator/co-coordinator be encouraged to visit foreign institutions of high profile to tap the expertise

**Action Taken:**

This would be seriously considered and realised in the course of time with the financial assistance of the management.



**Co-ordinator**  
**IQAC / NAAC**  
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# **OFFICE OF THE DEANS**

## **ACTION TAKEN REPORT**

**2021- 2023**

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23

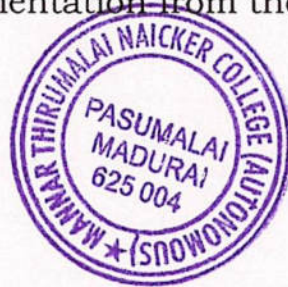
He suggested facilitating separate offices to each Dean .The following suggestions are given for a better function of the office to win the confidence of its stakeholders:

- The Outcome Based Education pattern is followed from the Academic year 2021-2022; The Dean's Office has prepared a series of templates from Curriculum Preparation to Attainment Process.
- The Academic Expert team's (both internal and external) will always be careful in framing the syllabi and the contents by considering the student profiles, their demographics and often specific characteristics, and suitability for the expectations of the Corporate and other Institutions.
- In 2021-2022 Academic year onwards, Outcome Based Education pattern was introduced for both UG & PG Programmes in the 2021-2022 regulation.
- As the Institution is still in the early stages of implementing OBE, the suggestion for experimenting with the school concept among the students will be implemented in the near future.
- As a part of STEM Course, there is a proposal to start undergraduate Programmes in Artificial Intelligence from the academic year 2023-2024 to attract the science group students.
- The institution is already following Mentor system to monitor the academic improvement and emotional well-being of the students.
- Dean's Office approves all the new updated programmes



and curricula updates.

- The Dean's Office enables special Board of Studies (if needed) along with regular BOS conducted every year
- The Dean's Office takes care of the Community College curricula reframing (BOS) under the respective Departments and Academic Council Meeting.
- The OBE attainment process is being facilitated and implemented by the Dean's office.
- In 2022-2023 Academic Council Meeting, TANSICHE syllabus was approved for implementation from the academic year 2023 – 2024.



Dr. R. MEENAKSHI DEVI, M.B.A., M.Phil., Ph.D.,  
ASSISTANT PROFESSOR  
Department of Business Administration  
Dean of Arts  
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# COMMUNITY COLLEGE

## ACTION TAKEN REPORT

2021- 2023

The Administrative Audit was conducted on 24.03.2023, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 audited and suggested to enrich the systematic functions of **Community College**. The following actions were taken by the Community College against the suggestion given in the report:

- Student admission to the Community College is made as per the guidelines. The total number of students in the Community College in the year 2018-2022 is 1,091. Among them 93 are SC students. In 2018- 2019, the total number of SC students is 31, in 2019-2020 the total number of SC student is 15. In the year 2020-2021 the total number of SC students is 25. In 2021-2022, the total number of SC students is 14 and in 2022-2023 the total number of SC student is 8. As per the guidelines ST students are also admitted. The total numbers of ST students is 5, in the year 2018-2019. It is 1 and in the year 2020-2021 total number of ST students is 4. 982 students are from OBC category in the Community College for the year 2018-2022.

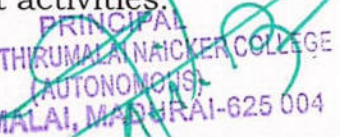
- As per the direction of the Principal, it has been resolved to arrange meeting with the Deans and the Controller of Examinations to take necessary action.

- It has been resolved to invite Sector Council member to conduct Guest Lectures in the academic year 2023-2024 (even semester).

- As per the recommendation given through the Administrative Audit, it has been resolved to strengthen the placement activities.

  
**NODAL OFFICER**  
**COMMUNITY COLLEGE**



  
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# LIBRARY

## ACTION TAKEN REPORT

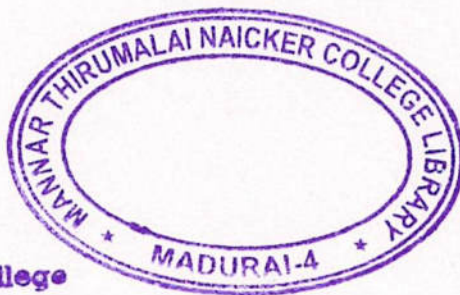
The Administrative Audit was conducted on 24.03.2023, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 audited the College Library. The following actions were taken by the College Library against the suggestion given in the report:

- Planned to establish e-modules on the Significance of Naicker's Palace, History and the Best Practices of the College
- The existing Talking Book Library with NVDA Software to be renamed as Digital Talking Library
- Initiated steps to subscribe for Indexed Journals like SCOPUS and Web of Science for Research Departments
- Faculty members, research scholars and students access and download the e-journals, e-books in N-List and DELNET available in the library. Orientation Programme is conducted every year to update the knowledge regarding access to the Journals
- Planned to organize Workshops on How to Select the Indexed Journals, and How to identify the Cloned Journals.

*R. Prayal.*

LIBRARIAN,

Mannar Thirumalai Naicker College  
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# **MANAGEMENT INFORMATION SYSTEM**

## **ACTION TAKEN REPORT**

**(2021 - 2023)**

The Administrative Audit was held on 10.08.2023. External expert Prof. E. Ramganes, Director, IECD, Bharathidasan University, Trichy-23 scrutinized the Management Information System, the available records and interacted with the MIS Convenor & Co Convenor along with supporting staffs.

After the careful scrutiny of the records and the functioning of the Management Information System, the following suggestions were made for enhanced services to the stakeholders.

### **Suggestion for Management Information System (MIS)**

While appreciating the establishment of the separate centre and appointment of well-qualified staff for it, the following suggestion were made:

#### **1. Mobile Governance be Introduced**

##### **Action Taken:**

We have taken several significant steps to implement our mobile governance.

##### **Launch of Mobile App:**

We have Launched Mobile Application launched for the Staff members and the students by using Master soft ERP. The Mobile application is compatible for ios & android platforms.

##### **Master Soft Cloud App for Faculty**

Staff members can admit students, collect student fee, check outstanding fee. Teachers can mark attendance; Library staff members can issue/return books and fetch book details instantly. Officers/ Management can view Dashboards and summarized pieces of information. The following reports are available:

- 360 Degree View of the students.
- Admission Position Report
- Daily Academic Reports

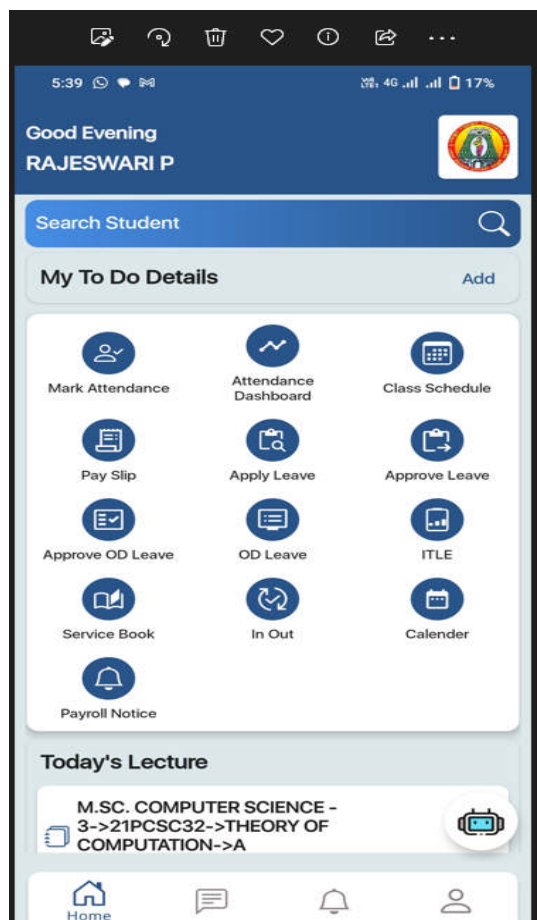
- Student Attendance Report
- Fee Reports
- Library Issue/ Return Report.

### **Master Soft Student Diary Cloud App for Students**

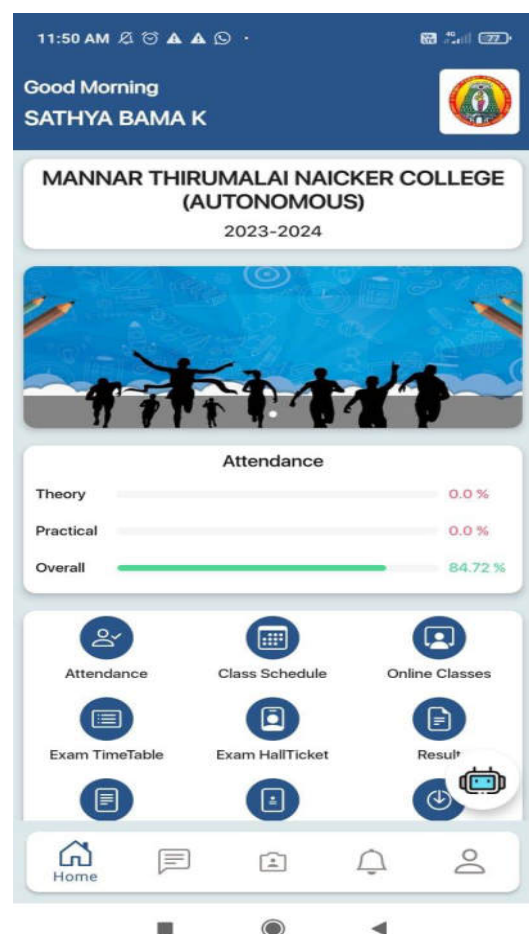
Students can check fee dues and pay online after being notified by the teachers; view exam schedules, class schedules, time-table, attendance reports with analysis, book issue/return details, notices and other updates.

### **Sample Screen shot:**

**Faculty Login**



**Student Login**



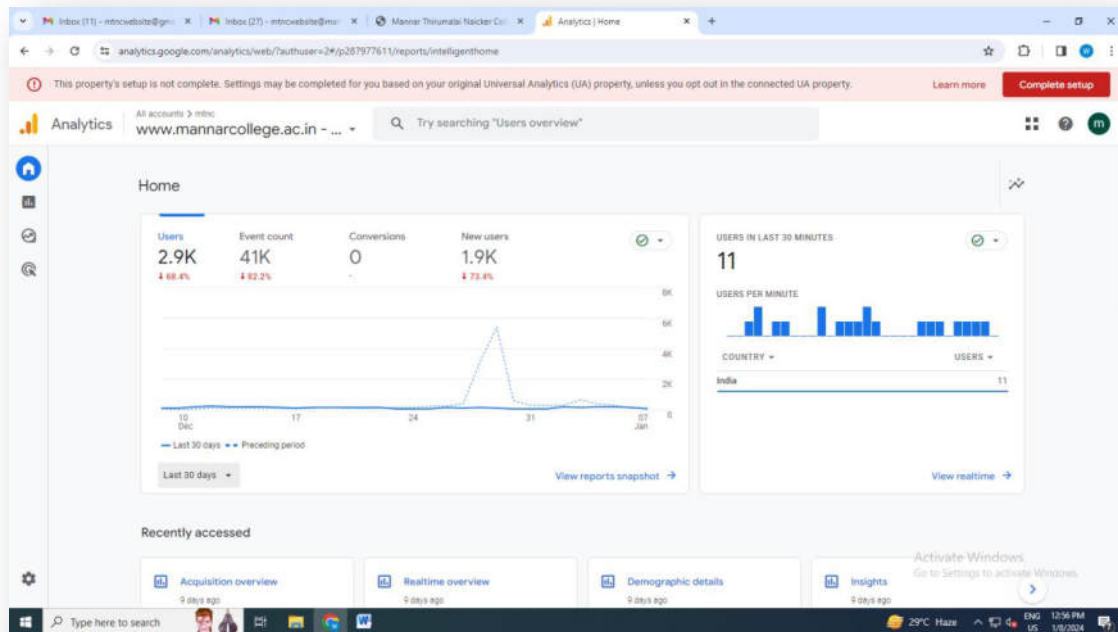
## **2. Kiosks may be established to enable stakeholders to peruse the activities and achievements of the college**

The college administration is diligently working on the strategic planning and implementation of kiosks as recommended in the administrative audit. The actions taken reflect our commitment to enhancing stakeholder

engagement, transparency, and effective communication. We look forward to the successful launch of the kiosks in the upcoming academic year.

### **3. Data Analysis for the Following Areas**

#### **a. Institution Website Viewed by the Students**



#### **b. Educational Website Survey**

Planned to conduct the survey in upcoming Academic Year

### **4. Research be carried out using Technology acceptance model for ascertaining the attitude of students visiting the institutional website.**

The study underscores the positive perceptions of students toward the institutional website, affirming its effectiveness in meeting their needs. Students view the website as a valuable tool for information retrieval, academic enhancement, and improving educational performance. The website's ease of use, user-friendly interface, and positive impact on the college experience contribute to students' intentions to use it regularly. These findings underscore the website's significance as a communication and resource platform within the institution.

### **5. ICT Skills of non-teaching staffs be assessed**

**Action Taken:**

As per the recommendation, an assessment of ICT skills was conducted for non-teaching staff members .The purpose of this assessment was to evaluate the current level of ICT skills among non-teaching staff and identify areas for improvement.

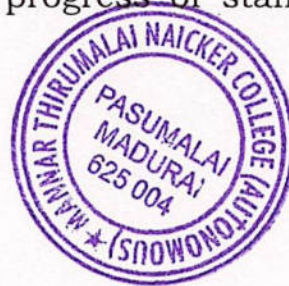
The assessment was covering various aspects of ICT such as basic computer skills, internet usage, and software applications commonly used in the workplace.

The results of the assessment showed that the majority of non-teaching staff have a good understanding of basic computer skills and are able to perform tasks such as using email and internet search effectively. However, some staff members showed a need for improvement in more advanced tasks such as using Microsoft Office applications and utilizing online collaboration tools.

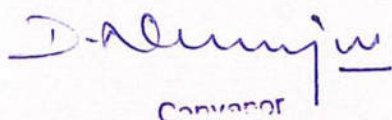
Based on the assessment results, the following actions have been taken to further enhance the ICT skills of non-teaching staff:

1. Training sessions on Microsoft Office applications have been organized for staff members who showed a need for improvement in this area.
2. The MIS Cell has provided additional resources and support to help staff members improve their online collaboration skills.
3. Regular refresher sessions on basic ICT skills will be conducted to ensure that all staff members are up-to-date with the latest technology and software.

We believe that these actions will help improve the overall ICT skills of non-teaching staff and enable them to perform their duties more efficiently. We will continue to monitor the progress of staff members and take further actions as needed.



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